ILLINOIS STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
GRADUATE ASSISTANT UNPAID LEAVE APPLICATION

Any Graduate Assistant who will be absent from their employing department for more than 5 days must complete this form.

Employing units may grant unpaid leave time up to one time per semester to graduate assistants who are facing a situation where they would need to take a leave of more than one week (five business days). The Graduate Assistant should complete the Graduate Assistant Unpaid Leave Application and submit to their employing unit, who should sign and forward the form to Human Resources. The application for an Unpaid Leave in no way affects the academic standing of the Graduate Assistant; all requests related to their role as a student must be made to the Graduate School.

To Be Completed by the Graduate Assistant Requesting Leave:

Name:___________________________________________________________
Department:______________________________________________________
Dates Requested: From________________ through close of business ____________
Reason Requesting Leave: _______________________________________________
_____________________________________________________________________
_____________________________________________________________________

To Be Completed by the Employing Unit/Department:

☐ Disapproved due to departmental needs
☐ Approved for (dates): From________________ through______________________
   How will this work be covered?________________________________________

________________________________   ____________________________   _____________
Employing Unit/Department Signature   Print Name and Position of Person Signing   Date

To Be Completed by Human Resources

☐ Approved
☐ Disapproved
☐ Copy sent to department on________________________

________________________________   ____________________________   _____________
Human Resources Signature   Print Name and Position of Person Signing   Date